



# Delaware County Records Commission

## County Records Commission

Agenda  
October 5, 2016

- I. Call to Order
- II. Review and potential approval of the minutes from the April 6, 2016 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
  - Clerk of Courts – Title Division (Revised retention schedule)
  - Emergency Medical Services (Revised retention schedule)
  - Facilities Management (Revised retention schedule)
  - Sheriff (One change – Schedule # 16-0098A)
- IV. **Resolution No. 16-01:** In The Matter Of Recommending The Establishment Of A Guideline For Storage At The Delaware County Records Center
- V. Soil and Water request (Soil and Water Resolution No. 16-0627)  
**Resolution No. 16-02:** In The Matter Of Establishing The Delaware County Records Commission As The Designated Records Commission For The Delaware Soil And Water Conservation District
- VI. Any other matters of concern for the Records Commission
- VII. Next Meeting  
Establish a date and time for the next meeting
- VIII. Adjournment



# Delaware County Records Commission

## Delaware County Records Commission

Regular Meeting of October 5, 2016

Commissioner's conference room, 101 N. Sandusky Street, Delaware

### Call To Order

The regular meeting of the Delaware County Records Commission was called to order at 10:03 a.m.

Commission members present: Jeff Benton, George Kaitsa, Jan Antonoplos, Aric Hochstettler for Carol Hamilton O'Brien and Andrea Wigal for Melissa Jordan

Staff present: Dawn Huston (Assistant County Administrator and Director of Administrative Services, Administrative Services), Chris Betts (Assistant County Prosecutor, Prosecutor's office), Natalie Fravel (Title Supervisor, Clerk of Courts), Jackie Tolonese (Records Clerk, Sheriff's office) and Christine Shaw (Records Coordinator, Records Center)

### Approval of the minutes for the April 6, 2016 regular meeting

**Motion:** Mrs. Antonoplos moved to approve the April 6, 2016 meeting minutes as submitted, seconded by Mr. Kaitsa. All present were in favor by a voice vote. Motion carried.

### Approval of the following Schedule of Records Retention and Disposition forms

1. Clerk of Courts – Title Division (New retention schedule)
2. Emergency Medical Services (Revised retention schedule)
3. Facilities Management (Revised retention schedule)
4. Sheriff (One change to the existing retention schedule. Schedule number 16-0098A).

**Motion:** Mr. Kaitsa moved to approve the Schedule of Records Retention and Disposition forms as submitted, seconded by Mrs. Antonoplos. All present were in favor by voice vote. Motion carried.

### Resolution No. 16-01: In The Matter of Recommending The Establishment Of A Guideline For Storage At The Delaware County Record Center:

The Delaware County Records Commission recommends that the only material to be stored at the Records Center be that material subject to the responsibility of the county government. Upon approval of the guideline by the Delaware County Board of Commissioners, the Delaware County Records Center staff shall administer and enforce the guideline.

**Motion:** Mrs. Antonoplos moved to approve Resolution No. 16-01 as submitted, seconded by Mr. Kaitsa. All present were in favor by voice vote. Motion carried.

### Resolution No. 16-02: In The Matter Of Establishing The Delaware County Records Commission As The Designated Records Commission For The Delaware Soil And Water Conservation District

The Delaware Soil and Water Conservation District requested per their Resolution 16-0627 the assistance of the Delaware County Records Commission with performing records related functions and assisting to establish records retention and destruction schedules. The Delaware County Records Commission hereby recommends that the Delaware County Board of Commissioners assent to the Delaware Soil and Water Conservation District's designation of the Delaware County Records Commission as the Records Commission for the Delaware Soil and Water Conservation District.

**Motion:** Mr. Kaitsa moved to approve Resolution No. 16-02 as submitted, seconded by Mrs. Antonoplos. All present were in favor by voice vote. Motion carried.

### Any Other Matters of Concern for the Records Commission

None

**Next Meeting** April 19, 2017 - 10:00 a.m. – Commissioner's Office Conference Room B



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Delaware County Records Commission  
Regular Meeting of October 5, 2016  
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## Adjournment

Mr. Kaitsa moved to adjourn the meeting at 10:28 a.m. Meeting adjourned.

Respectfully submitted

Handwritten signature of Christine Shaw in blue ink.

Christine Shaw  
Records Commission Secretary

Handwritten signature of Jeff Benton in blue ink.

Jeff Benton, Chairman  
Board of Commissioners

Handwritten signature of Natalie A. Fravel in blue ink.  
*Natalie A. Fravel*

Jan Antonoplos  
Clerk, Court of Common Pleas

## Absent

Melissa Jordan  
Recorder

Handwritten signature of George Kaitsa in blue ink.  
*George Kaitsa*

George Kaitsa  
Auditor

Handwritten signature of Carol Hamilton O'Brien in blue ink.

Carol Hamilton O'Brien  
Prosecuting Attorney